

## TERMS OF REFERENCE FOR THE RECRUITMENT OF THE CORPORATE SERVICES UNIT MANAGER

### A. Context and background

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the Districts and City of Kigali to enable them to fulfil the responsibilities entrusted to them under the decentralization policy adopted in 2000. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

In order to further enhance its contribution to good governance and decentralization, RALGA wishes to recruit the Manager for its Corporate Services Unit with an open ended contract.

### B. Main duties and responsibilities:

1. Coordinate, supervise and provide technical guidance and oversight over RALGA Corporate Services Unit
2. Ensure the enforcement of RALGA's organisational structure and operations
3. Coordinate the implementation of RALGA strategic plan
4. Coordinate the preparation of quarterly and annual action plans and budgets and corresponding reports
5. Ensure the compliance with the Operations Procedures Manual
6. Advise on strategies for the financial autonomy and sustainability of RALGA
7. Coordinate the management of RALGA's asset, human and financial resources
8. Coordinate the external audit exercise
9. Strategically advise RALGA leadership and units on financial matters
10. Follow up the membership fees payment and handle receivables and payables
11. Supervise and provide technical advice on personnel welfare, contracts, salaries, benefits, performance evaluation, issues handling and capital development

### C. Education and Experience

1. Master's degree in business administration (finance, accounting, project management, human resources management) or administrative sciences
2. Experience of at least 5 years in senior management positions in the fields of human resource management, logistics, leadership of administration
3. Knowledge of Rwandan policies, strategies such as decentralisation policy, good governance, Vision 20250, NST2 and DDSs

4. Experience in working with bilateral and multilateral development partners
5. Excellent writing and oral communication skills in English, Kinyarwanda and French
6. Analytical, communication, negotiation, team management and decision making skills
7. Capacity to defend the interest of RALGA and its members.

#### **D. Key competences**

1. Being conversant with figures, data quality assurance and attention to details
2. High computer literacy
3. Ability to work towards targets based on performance indicators and with a sense of meeting deadlines
4. Excellent time management, administrative and organizational skills
5. Flexible attitude to work and ability to operate calmly under pressure
6. Excellent communication and interpersonal skills with a customer-friendly and service-oriented attitude.


#### **E. Application procedure**

Interested candidates shall send their applications **ONLINE** to the Secretary General of RALGA at [info@ralga.rw](mailto:info@ralga.rw) not later than **Thursday 13<sup>th</sup> February 2025 at 12:00 p.m.** Women are strongly encouraged to apply. The application file should comprise of:

- 1) A motivation letter
- 2) A certified copy of the candidate's highest degree
- 3) A Curriculum Vitae indicating key achievements in previous work experience in relation to the experience, competences, and skills mentioned above
- 4) Contact details of 3 referees who can testify to the good attitudes and performance of the candidate
- 5) Any document that can help RALGA appreciate the candidate's suitability for the position.

**Note:** Only shortlisted candidates will be contacted.

Done at Kigali, on 05<sup>th</sup> February 2025

  
**Dominique HABIMANA**  
Secretary General

